



NATIONAL MINORITY ENTERPRISE
DEVELOPMENT WEEK CONFERENCE

CONNECTING BUSINESS WITH OPPORTUNITY



JULY 31 – AUGUST 1, 2014
Washington Hilton | Washington, DC



B2B BEST!

MATCHMAKING REGISTRATION

QUICK REFERENCE GUIDE

What is the B2B BEST! Matchmaking?

- ✓ An innovative session designed to maximize success and eliminate barriers between Buyers and Suppliers
- ✓ Encourages networking and builds partnerships
- ✓ Gives both Buyer and Supplier an opportunity to have an engaging 1:1 connection
- ✓ Gain insight on potential procurement contracts

B2B BEST!

How to Register for the B2B BEST! Matchmaking

STEP 1

On the National MED Week 2014 [Registration page](#), go to "Start Your Registration" and select your "Registrant Type." (Everyone must register for the conference in order to participate in the B2B BEST! Matchmaking.)

Start Your Registration

[View or Change Your Existing Registration](#)

★ Email Address:

★ Verify Email Address:

★ Select registrant type:

☒ Attendee Registration : \$295.00

☐ Awards Luncheon Only : \$95.00

☐ Exhibitor Conference Registration & Booth : \$1,850.00

☐ Exhibitor Booth Only (Conference Registration Not Included): \$1,500.00

☐ Sponsor Registration-Code Restricted for Confirmed Sponsors-Code Provided by Sponsorship Manager

☐ Federal Employee Registration (Fed Gov't ID is required): \$195.00

☐ Federal Employee Registration & Booth (Fed Gov't ID is required): \$195.00


☐ Federal Government Agency Booth & Optional Business Matchmaking Only (Fed Gov't ID is required)

☐ Business Matchmaking (Buyers) ONLY - Access to the Conference Expo is NOT INCLUDED with this option


You can also register a group. [Learn More](#)

Continue

STEP 2 Complete the general "Registrant Information" online form.



NATIONAL MINORITY ENTERPRISE
DEVELOPMENT WEEK CONFERENCE



MED Week 2014

[\(View Details\)](#)

Registrant Information

Additional Options

Checkout

Confirmation

Registrant Information

☐ Do not include your name in the directory

★ Email:

abc@regonline.com

★ Verify Email:

abc@regonline.com

Prefix (Mr., Mrs., etc.):

★ First Name:

FirstName

★ Last Name:

LastName

Suffix:

★ Job Title:

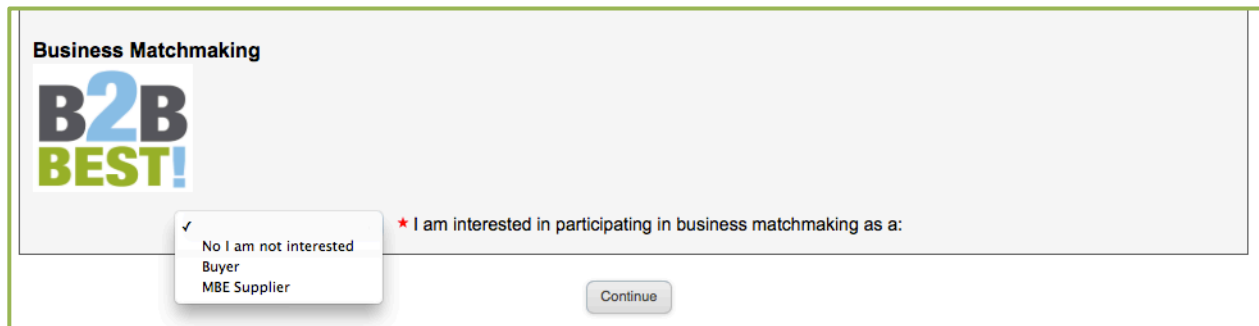
★ First Name as preferred on name badge:

★ Company/Organization:

RegOnline

STEP 3

Under the **B2B BEST!** Matchmaking section, go to “Are you interested in Business Matchmaking?” If yes is the response, select one of the below category options.



Business Matchmaking

B2B BEST!

☒ No I am not interested
Buyer
MBE Supplier

☐ * I am interested in participating in business matchmaking as a:

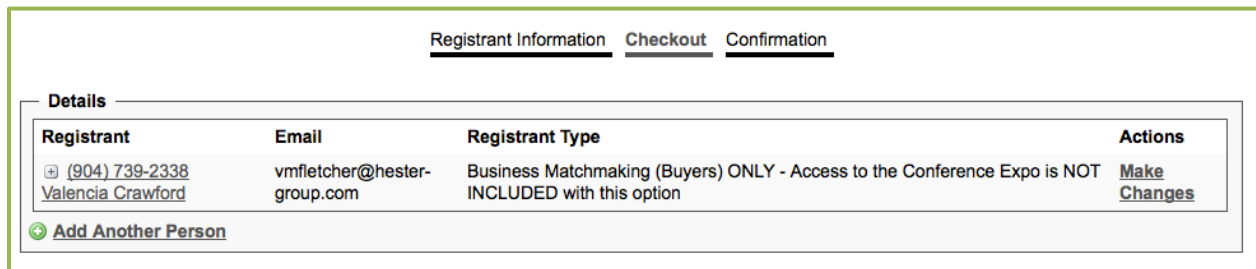
[Continue](#)

I am interested in participating in business matchmaking as a:

- MBE Supplier
- BUYER (A buyer is a government agency or prime contractor with future purchasing requirements or procurement opportunity)

STEP 4

Re-confirm your registration type.



Registrant Information Checkout Confirmation

Details

Registrant	Email	Registrant Type	Actions
+ (904) 739-2338 Valencia Crawford	vmfletcher@hester-group.com	Business Matchmaking (Buyers) ONLY - Access to the Conference Expo is NOT INCLUDED with this option	Make Changes

[+ Add Another Person](#)

STEP 5

Continue with completing your conference registration. Instructions on how to register for **B2B BEST!** Business Matchmaking will be noted on your conference confirmation page.



*Note your conference registration e-mail will also include instructions, a link and password for registering for business matchmaking.

STEP 6 Proceed onto MyBusinessMatches.com to sign-up for **B2B BEST!** Business Matchmaking.

STEP 7 Save the Date – MBE Suppliers will begin confirming their appointments on July 21, 2014.

STEP 8 On August 1, Buyers and MBE Suppliers will meet and converse for the first-time after the official opening of:

B2B BEST!
Expo • Business Matchmaking • Power Learning

**Get started now on the National MED Week 2014
Registration page!**

Business Matchmaking Frequently Asked Questions

What is the **B2B BEST!** Business Matchmaking?

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Is there a cost associated with participating in the **B2B BEST!** Business Matchmaking?

- No. All conference registrants will receive free access to the business matchmaking session.

How do I decide whether I am a Buyer or MBE Supplier under “Registrant” type?

- **MBE SUPPLIER** (I have services or products to sell to a government agency or prime contractor.)
- **BUYER** (I am a government agency or prime contractor with future purchasing requirements or procurement opportunities.)
- **BUYER – Option 2** (This category is for buyers only attending the business matchmaking session. This option only grants access to the business matchmaking session, not any MED Week conference activities or venues, e.g. Awards Luncheon, Business Expo or the exhibit hall, and Morning, Afternoon and Power Learning sessions.) Note this option is listed on the main registrant type page.

Why do we need NAICS Codes?

- It is highly recommended that “**Suppliers**” use NAICS codes that best represent their core capabilities.
- “**Buyers**” should include NAICS code(s) that are relevant to current or future procurement opportunities.
- For more information on acquiring the appropriate NAICS codes for your business, [Click Here](#).

What is the DUNS Number and why do I need it?

- Before you can bid on government proposals, you will need to obtain a Dun & Bradstreet, or DUNS Number, a unique nine-digit identification number for each physical location of your business.
- DUNS Number assignment is free for all businesses required to register with the federal government for contracts or grants.
- For more information on how to acquire a DUNS number, [Click Here](#).

What is SAM?

- SAM is the System for Award Management.
- This site, developed by the government, has recently combined eight federal procurement systems and the Catalog of Federal Domestic Assistance into one new system.
- Phase one of SAM has combined CCR, ORCA, EPLS and FedReg. As of July 29, 2012 CCR, ORCA, EPLS and FedReg no longer exists.
- For more information about SAM, [Click Here](#).

What is the GSA Schedule?

- The U.S. General Service Administration manages the issuance of federal acquisition and procurement opportunities through the GSA Schedule.
- GSA routinely announces available procurement opportunities through their various GSA Schedule vehicles.
- For more information on how to get on a GSA Schedule, [Click Here](#).

Any tips on what to do before I submit?

- Help us help you...please complete "all" applicable data fields; this is essential to the matching process. Remember, sometimes more is best.

When will I receive my match and appointment?

- On July 21, 2014, Suppliers will receive an e-mail to log back into their profile to start scheduling their appointments with potential buyers. Appointments are on a first-come, first-serve basis.
- On average, each registrant may receive up to two matches; however, if additional opportunities become available, an e-mail will be sent to the next available matched MBE Supplier.
- In most instances, the Supplier will have up to 48 hours to respond to the newly assigned matched appointment.

How long are the appointments?

- There are between 10-15 minutes per appointment.

What can you tell me about the day of the event?

- Come Prepared!
- Prior to the appointment, the Supplier should thoroughly research the Buyer, as well as, be prepared to describe their company's core capabilities in correlation to the potential Buyer's procurement opportunities.
- Also, do not forget to bring copies of your one-page capability statement to the appointment.

Who should I contact for additional information?

- For assistance with the business matchmaking process, you may contact Valencia Crawford at 703-822-5292.